

INVITATION TO BID	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: <b>09/08/21</b> <b>11:00 AM CST</b>
TITLE: <b>M8389 River Center Theatre Curtains</b>		RETURN BID TO: PURCHASING DIVISION
FILE NO: <b>21-08389</b> REQ NO: <b>8389</b>  AD DATES: <b>08/20/21 &amp; 08/27/21</b>		<b>Mailing Address:</b> PO Box 1471 Baton Rouge, LA 70821 <b>Physical Address:</b> 222 St. Louis Street 8 <sup>th</sup> Floor Room 826 Baton Rouge, LA 70802 <b>**NOTE: U.S. Postal Regular &amp; Expedited Mail do not deliver to our physical address; delays may occur due to City Parish Mailroom processing.</b>
SHIP TO ADDRESS: River Center 275 South River Road Baton Rouge, LA 70802		<b>Contact Regarding Inquiries:</b> <b>Purchasing Analyst :</b> Mark W. White <b>Telephone Number:</b> 225-389-3259 x 314 <b>Email:</b> <a href="mailto:mwhite@brla.gov">mwhite@brla.gov</a>
VENDOR NAME	MAILING ADDRESS	
REMIT TO ADDRESS	CITY, STATE, ZIP	
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER	TITLE	
AUTHORIZED SIGNATURE <b>(REQUIRED)</b>	PRINTED NAME	

**QUESTIONS TO BE COMPLETED BY VENDOR:**

1. \_\_\_\_\_ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER
2. \_\_\_\_\_ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.
3. \_\_\_\_\_ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)

**F.O.B.: DESTINATION - PAYMENT TERMS: NET 30**

**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID**

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. **Bid must be signed in the designated space above and by person authorized to sign for bidder.**

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

## INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. **SEALED BID, NO FAXED OR EMAILED BIDS ACCEPTED.**
5. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the [www.bidexpress.com](http://www.bidexpress.com) on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
9. All bids must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.

12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
17. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are excluded from state and local taxes.
18. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.
19. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.
20. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
21. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?  
  
YES \_\_\_\_ NO \_\_\_\_\_. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
22. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.

23. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
24. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
25. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.
26. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
27. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
28. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
29. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

31. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDFide>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

**Note:** Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

**Important!** - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

## **FEDERAL CLAUSES, IF APPLICABLE**

### **I. Remedies for Breach**

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

### **II. Termination and Settlement**

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

### **III. Access to Records**

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

### **IV. Equal Employment Opportunity**

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

### **V. Copeland "Anti-Kickback" Act**

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

### **VI. Davis-Bacon Act**

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

### **VII. Contract Work Hours and Safety Standards Act**

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

#### VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

#### IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

#### X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

#### XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.



## INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. Without exception, all questions must be in writing and received **by 5:00 p.m. C.S.T. on August 28, 2021**. Inquiries shall not be entertained thereafter. Inquiries are to be directed as follows:

**Hand Delivered or by Courier**

Mark W. White, Purchasing Analyst  
City-Parish Purchasing Department  
222 St. Louis Street, Room 826  
Baton Rouge, LA 70802

**Delivery by United States Postal Services**

Mark W. White, Purchasing Analyst  
City-Parish Purchasing Department  
P. O. Box 1471  
Baton Rouge, LA 70821

**By email:** [mwhite@brla.gov](mailto:mwhite@brla.gov)

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

An Addendum will be sent out no later than 3 days prior to the deadline for receiving quotes, for all questions submitted in writing by the close of the inquiry period.



# SPECIFICATIONS, RIVERCENTER THEATRE CURTAINS

## 1.1 DEFINITIONS

- A. Owner shall be the Baton Rouge Rivercenter representing the City of Baton Rouge.
- B. Any questions shall be addressed in writing or email to:
  - 1. Curtis Appleby  
Director of Theatre Operations  
Baton Rouge Rivercenter  
275 RIVER RD S  
BATON ROUGE LA 70802  
Cell: 225-953-1692  
cappleby@asmbatonrouge.com

## 1.2 DELIVERY

- A. Bid price shall include full freight charges for the delivery of all draperies to the job site.
  - 1. BATON ROUGE RAISING CANE'S RIVERCENTER  
275 RIVER RD S  
BATON ROUGE LA 70802-5809
- B. Each drapery item must be carefully wrapped and sealed tight for shipment in rigid and completely water-proof wrapping material to insure against impact and water damage during shipment. Shipping dates shall be coordinated with the Owner.

## 1.3 SYSTEM DESCRIPTION

- A. Construct draperies to present decorative and functional finishes. Drapery construction shall reflect the standard of care, dimensional, acoustic and aesthetic requirements.
  - 1. Flame Retardancy
    - a. Provide materials that are flame retardant throughout to conform to NFPA 701 (2004) as well as other applicable Local, State, Province and Federal codes.
    - b. Where required below, provide Inherently Flame Retardant (IFR) fabrics.
    - c. For non-IFR fabrics, flameproof in accordance with the recommendations of manufacturers DuPont, Monsanto, or accepted equal. Materials submitted showing evidence of sprayed flameproofing is unacceptable. Employ non-hydroscopic, non-crystalline agents in the flameproofing process. Flameproof fabrics by immersion for compliance with applicable codes. Perform flameproofing in a manner to minimize stiffness in the fabric. Flameproof all fabrics prior to drapery fabrication. Provide certification of flame proofing.
  - 2. Construct draperies to withstand and compensate for reasonable variations in environmental conditions up to 65% relative humidity, normal wear and tear and usage.

## SPECIFICATIONS, RIVERCENTER THEATRE CURTAINS, CONTINUED

### 1.4 WARRANTY

- A. Special Warranty:
  - 1. Written warranty covering workmanship for a period of 1 year from the date of invoice.

### 1.5 MAINTENANCE:

- A. Extra Materials: Provide 30% of the total quantity of tie lines and clips. Provide three (3) square yards of each fabric type employed for use as patching.

## PART 2 – PRODUCTS

### 2.1 MATERIALS

- A. Fabrics: Employ fabrics of one color from the same dye lot. Employ fabrics with no split widths for drapes with fullness, and no less than ½ widths for drapes sewn flat. Flame retard non-Inherently Flame Retardant (IFR) fabrics prior to fabrication.
  - 1. Inherently Flame Retardant (IFR) Velour - Heavy:
    - a. Material: KM Mills Charisma Velour, IFR, 25OZ, 54" width
    - b. Color: Black
  - 2. Sharkstooth Scrim:
    - a. Material: 100% cotton, 26 OZ linear yard based on a 30'-0" width.
    - b. Thread Count: 8 twisted pairs/vertical inch, 22 twisted pairs/ horizontal inch
    - c. Color: Black.
  - 3. Muslin Cyclorama:
    - a. Material: 100% cotton, 18.4 OZ linear yard. Seamless muslin
    - b. Color: White.
- B. Components:
  - 1. Webbing Cotton Drapes: 3-1/2" wide preshrunk jute webbing.
  - 2. Webbing – Synthetic Drapes: 4" Polyester webbing weighing not less than 2.8 oz per yard.
  - 3. Grommets:
    - a. Number 3 (7/16" hole diameter) black anodized grommets on all black drapes, Bronze grommets on cyclorama.
    - b. Applicable specification: NASM16491.
  - 4. Thread: Air entangled, oval cross section 100% Locked filament polyester.
    - a. Size: Tex 60
    - b. Approximate Denier/Ply: 695x1
    - c. Approximate strength: 6.8 pounds.
    - d. Approximate yardage: 7,000 yards/pound.
    - e. Approximate melting point: 260oC – shall not support combustion.
- C. Accessories
  - 1. Curtain Weights: #8 zinc coated chain weight in a NFR fabric pocket.
  - 2. Tie Lines: Solid braided black "venetian blind" or mason cord NO 4-1/2 (9/64" DIA) (white ties on cyclorama).

## SPECIFICATIONS, RIVERCENTER THEATRE CURTAINS, CONTINUED

### 2.2 MANUFACTURED UNITS

#### A. Sewing and Fabrication:

1. Table drapery, as removed from bolts, across an inspection window for detecting weaving flaws and imperfections. Remove and do not incorporate detected flaws. Sew all draperies nap down. Construct fabrics and draperies as specified herein, unless otherwise noted.
2. Unless specified otherwise herein, sew fabrics with polyester filament cotton wrapped Tex 60 thread in a running interlock stitch and not less than seven stitches per inch.
3. Construct draperies with the center of the center panel of fabric on the centerline of the drape.
4. Fabricate the fabric panels to run the height of the various sections without horizontal seams. Box pleat at the top in the fullness listed, exclusive of turnback facing. Sew pleats on the face side of the drapery and reinforce across the top with jute webbing. Sew the webbing to the top of the drapery with two runs of stitching using a double needle machine with 1/2" needle spacing and heavy industrial thread on 2.75" spacing. Locate grommets in the center of the webbing width so no horizontal stitching is cut or severed. Locate grommets on each pleat or on 12" centers. Employ matching thread throughout.
5. Provide full length drapery items operating from traveler tracks with nickel plated oblong spring snap type clips fastened in place by means of heavy nylon strap double stitched to webbing. Attach two clips at each end of each panel.
6. Provide non-tracked drapery with tie lines for attachment to rigging. Employ black cotton solid braided "venetian blind" or mason cord No. 4-1/2 (9/64" DIA), 36" long, knotted and tied as tie lines. Employ comparable white cord for center grommet. On cyclorama use white tie line with black center.
7. Sew bottom hems 6" deep with full length items containing weighting chain in a separate pocket inside the bottom hem with chain being held 3" above extreme bottom of curtain for all velour drapes.  
In addition, on Legs and Blackout provide a separate pipe pocket for 3/4" ID pipe inside a hem sewn 1" above chain hem. Line batten pocket with #8 canvas duck. (See Drawing Page 14)

#### B. Construction:

1. Split Blackout Drop:
  - a. Provide each panel with fabric indicated and finished to the dimensions indicated in the Drapery Schedule.
  - b. Face back the center edges of each panel with 6" side hem
  - c. Finish the center edges with a double thickness of material

## SPECIFICATIONS, RIVERCENTER THEATRE CURTAINS, CONTINUED

- d. Fabricate the bottom of each panel with a 6" double-turned hem with chain inserted in a separate pocket 3" above the floor and placed inside the hem. In addition, provide a separate pipe pocket for ¾" ID pipe inside a hem sewn 1" above chain hem. Line batten pocket with #8 canvas duck.  
(see Drawing Page 14)
  - e. Reinforce tops with webbing with grommets 12" OC and double grommets at both ends. with black 36" NO 4 black cotton tie lines, except at the center grommet which shall be white.
2. Borders
- a. Provide each panel with fabric indicated and finished to the dimensions and fullness indicated in the Drapery Schedule.
  - b. Face back the sides of each panel with at least 4" of fabric.
  - c. Fabricate the bottom of each border with a 6" double-turned hem with chain inserted in a separate pocket 3" above the bottom and placed inside the hem
  - d. Reinforce tops with webbing with grommets 12" OC and double grommets at both ends with black 36" NO 4 black cotton tie lines, except at the center grommet which shall be white.
3. Legs
- a. Provide each panel with fabric indicated and finished to the dimensions and fullness indicated in the Drapery Schedule.
  - b. Fabricate the bottom of each panel with a 6" double-turned hem with chain inserted in a separate pocket 3" above the floor and placed inside the hem. In addition, provide a separate pipe pocket for ¾" ID pipe inside a hem sewn 1" above chain hem. Line batten pocket with #8 canvas duck. (See Drawing Page 14)
  - c. Reinforce tops with webbing with grommets 12" OC and double grommets at both ends with black 36" NO 4 black cotton tie lines, except at the center grommet which shall be white.
4. Scrims and Cyclorama
- a. Fabricate the scrims and cyclorama from seamless panels of fabric indicated herein finished to the dimensions indicated in the Drapery Schedule.
  - b. Reinforce the top with webbing. Provide grommets and tie lines 12" OC. Provide double grommets at the ends.

On scrim use black 36" NO 4 cotton tie lines, except center which shall be white.

On cyclorama use white 36" NO 4 cotton tie lines, except center which shall be black.

- c. Fabricate the drapes with a 4" triple hem. Include a continuous duck lace pocket for a 1" ID pipe batten, triple stitched to the top of the hem so as to position the batten 1.25" above the bottom.
- d. Fabricate Cyclorama sides with 2" double turned hems and reinforced grommets 24" o.c.

## SPECIFICATIONS, RIVERCENTER THEATRE CURTAINS, CONTINUED

### 5. Traveler

- a. Fabricate the scrims and cyclorama from seamless panels of fabric indicated herein finished to the dimensions indicated in the Drapery Schedule.
- b. Provide full length drapery items operating from traveler tracks with nickel plated oblong spring snap type clips fastened in place by means of heavy nylon strap double stitched to webbing at each pleat or 12". Attach two clips at each end of each panel.
- c. Fabricate the bottom of each border with a 6" double-turned hem with chain inserted in a separate pocket 3" above the bottom and placed inside the hem

### C. Signage:

1. Signage shall be legible both in construction and grammar.
2. Mark the centerline of the jute webbing with indelible marker. Use a white tie line on the centerline grommet.
3. Sew a white fabric label on the upper right and left corners of the webbing of the drape with the following information:
  - a. Item Name
  - b. Item Number.
  - c. Dimensions.
  - d. Fullness.
  - e. Date of Manufacture.
  - f. Three (3) blanks for flame retarding renewal dates (if Non-IFR).
  - g. Manufacturer.
  - h. Fabric Type and IFR if applicable.

## PART 3 – EXECUTION.

### 3.1 DRAPERY SCHEDULE

Quantity	Description	Width	Height	Fullness	Material	Bottom	Note
8	Border	51'-0"	10'-0"	0%	Charisma	Chain	
10	Leg	15'-0"	32'-0"	0%	Charisma	Chain & pipe	
2	Traveler	35'-0"	32'-0"	50%	Charisma	Chain	Nylon Strap w clip
2	Blackout	58'-0"	32'-0"	0%	Charisma	Chain & pipe	
1	Scrim	68'-0"	32'-0"	0%	Black Sharkstooth	Pipe	
1	Cyclorama	68'-0"	32'-0"	0%	Bleached Muslin	Pipe	Seamless Side Grommets

### 3.2 ACCESSORY SCHEDULE

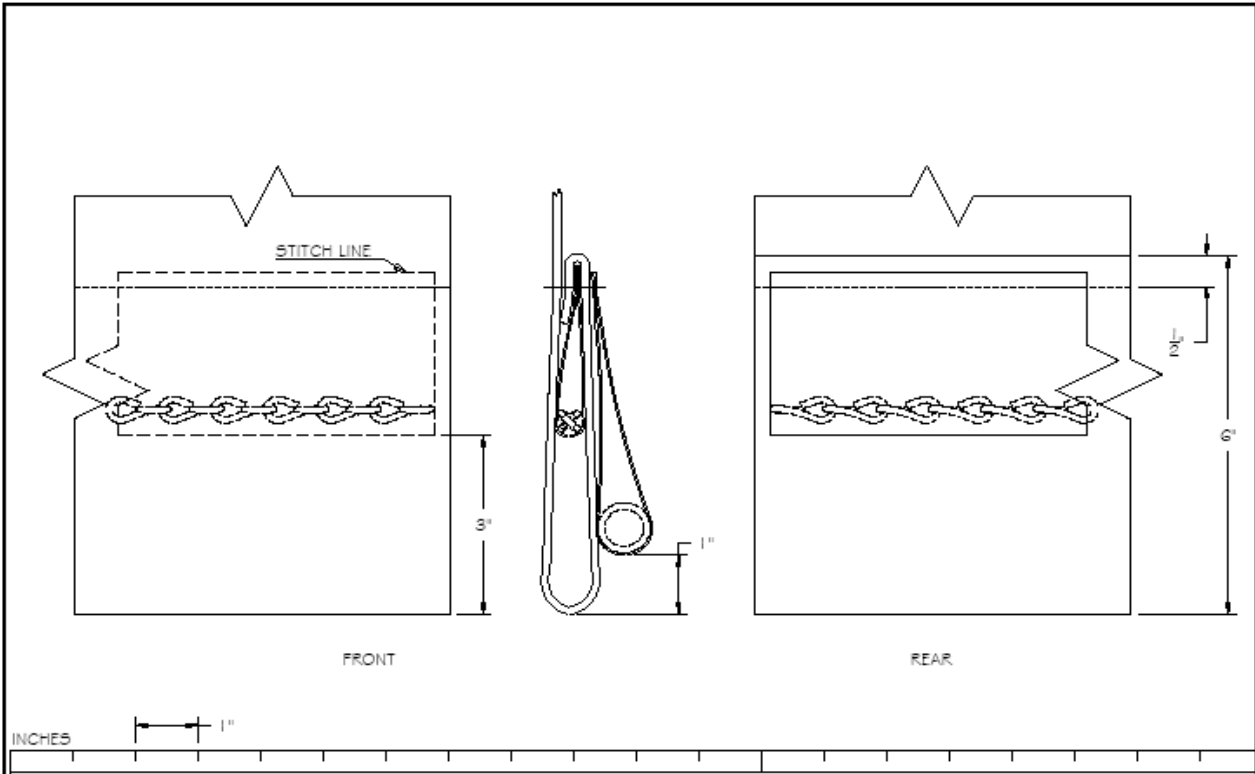
#### 1. Hampers

- a. Quantity 6 – 20 Bushel Canvas Hampers each to include.
  1. 4" casters
  2. Hinged Lid

## SPECIFICATIONS, RIVERCENTER THEATRE CURTAINS, CONTINUED

3. Hasps with chain and snap locks
4. 4 Caster donuts per hamper for stacking.

### Leg and Blackout bottom configuration



## PRICING SCHEDULE

If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	Extended Price
0001	DRAPERIES, BORDER WIDTH- 51'-0" HEIGHT- 15'-0" FULLNESS- 0% MATERIAL- CHARISMA BOTTOM- CHAIN	8	EACH	\$_____	\$_____
0002	DRAPERIES, LEG WIDTH- 15'- 0" HEIGHT-32'0" FULLNESS- 0% MATERIAL- CHARISMA BOTTOM - CHAIN & PIPE	10	EACH	\$_____	\$_____
0003	DRAPERIES, TRAVELER WIDTH- 35'-0" HEIGHT- 32'-0" FULLNESS- 50% MATERIAL- CHARISMA BOTTOM- CHAIN NOTE - NYLON STRAP WITH CLIP	2	EACH	\$_____	\$_____
0004	DRAPERIES, BLACKOUT WIDTH- 58"-0" HEIGHT- 32'-0" FULLNESS- 0% MATERIAL- CHARISMA BOTTOM- CHAIN & PIPE	2	EACH	\$_____	\$_____
0005	DRAPERIES, SCRIM WIDTH- 68"-0" HEIGHT- 32'-0" FULLNESS- 0% MATERIAL- BLACK SHARKSTOOTH BOTTOM- PIPE	1	EACH	\$_____	\$_____
0006	DRAPERIES, CYCLORAMA WIDTH- 68'-0" HEIGHT- 32'-0" FULLNESS- 0% MATERIAL- BLEACHED MUSLIN BOTTOM- PIPE NOTE- SEAMLESS, SIDE GROMMETS	1	EACH	\$_____	\$_____



## PRICING SCHEDULE, CONTINUED

If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

ITEM	DESCRIPTION	QUANTITY	UNIT	PRICE	Extended Price
0007	DRAPERIES, ACCCESSORY SCHEDULE HAMPERS A. QUANTITY 6-20 BUSHEL CANVAS HAMPERS EACH TO INCLUDE: 4 CASTERS, HINGED LID, HASPS WITH CHAIN AND SNAP LOCKS 4 CASTER DONUTS PER HAMPER FOR STACKING. LEG AND BLACKOUT BOTTOM CONFIGURATION	6	EACH	\$ _____	\$ _____

## DEVIATIONS TO SPECIFICATIONS

If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

Item No. 0001	DRAPERIES, BORDER WIDTH- 51'-0" HEIGHT- 15'-0" FULLNESS- 0% MATERIAL- CHARISMA BOTTOM- CHAIN	Meets Specification		DEVIATION (if applicable)
		Yes	No	
Item No. 0002	DRAPERIES, LEG WIDTH- 15'- 0", HEIGHT-32'0" FULLNESS- 0% MATERIAL- CHARISMA BOTTOM - CHAIN & PIPE	Meets Specification		
		Yes	No	
Item No. 0003	DRAPERIES, TRAVELER WIDTH- 35'-0", HEIGHT- 32'-0" FULLNESS- 50% MATERIAL- CHARISMA BOTTOM- CHAIN NOTE - NYLON STRAP WITH CLIP	Meets Specification		
		Yes	No	
Item No. 0004	DRAPERIES, BLACKOUT WIDTH 58"-0", HEIGHT- 32'-0" FULLNESS- 0% MATERIAL- CHARISMA BOTTOM- CHAIN & PIPE	Meets Specification		
		Yes	No	
Item No. 0005	DRAPERIES, SCRIM WIDTH 68"-0", HEIGHT- 32'-0" FULLNESS- 0% MATERIAL, BLACK SHARKSTOOTH BOTTOM- PIPE	Meets Specification		
		Yes	No	
Item No. 0006	DRAPERIES, CYCLORAMA WIDTH- 68'-0", HEIGHT- 32'-0" FULLNESS- 0% MATERIAL, BLEACHED MUSLIN BOTTOM- PIPE NOTE- SEAMLESS, SIDE GROMMETS	Meets Specification		
		Yes	No	
Item No. 0007	DRAPERIES, ACCCESSORY SCHEDULE HAMPERS: A. QUANTITY 6-20 BUSHEL CANVAS HAMPERS EACH TO INCLUDE: 4 CASTERS, HINGED LID, HASPS WITH CHAIN AND SNAP LOCKS 4 CASTER DONUTS PER HAMPER FOR STACKING. LEG AND BLACKOUT BOTTOM CONFIGURATION	Meets Specification		
		Yes	No	

**BIDDER'S ORGANIZATION  
BIDDER IS:**

**AN INDIVIDUAL**

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

**IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID**

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM**

## **CORPORATE RESOLUTION**

A meeting of the Board of Directors of \_\_\_\_\_ a corporation organized under the laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_

was held this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_;

that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_\_ day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SECRETARY